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ABSTRACT

The Library Technical Assistance (LTA) Program at the College of DuPage, Glen Ellyn, Illinois combines classroom lectures, hands-on experience and a unique field experience component, offering a degree of Associate in Applied Science. This document contains a printout of information included on the LTA home page, and provides the following materials: a descriptive list of courses in the LTA program; frequently asked questions about the LTA program; current course offerings and sample syllabi. Also included is a program guide for the Library Technical Assistant program that highlights career opportunities, important information for students, facts about the program, program requirements, general education requirements, and frequently asked questions. (AEF)

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ED 439 722

The Library Technical Assistant Program at the College of DuPage, Glen Ellyn Illinois

By. Linda Slusar, Comp.

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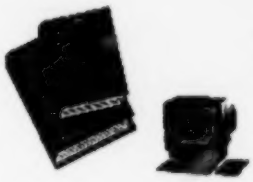

The Library Technical Assistant Program

At College of DuPage, Glen Ellyn Illinois

Linda Slusar, LTA Program Coordinator

Welcome to the Library Technical Assistant(LTA) Program home page. The purpose of this page is to provide information about the program for currently enrolled and prospective students. The LTA program has been in existence since 1969. The program combines classroom lectures, hand-on experience and a unique field experience component. Graduates of the program are in demand in all types of libraries. The Library Technical Assistant is a vital member of the library team. Duties include working with librarians to acquire, prepare, and organize material, and assist users in finding materials and information.

- Courses in the Library Technical Assistant Program
- Sample Syllabi
- One Year Plan of Courses
- Official Job Description for Library Technicians
- Links to Homepages of Library Assistants
- Salary and Job Information
- Current Course Offerings-"Quarterly" Online
- LTA "Webliography" of Resources for Library Technical Assistants
- Links to Library Jobs Online
- Frequently Asked Questions - LTA Program

Created by:
Linda Slusar, LTA Program Coordinator
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College of DuPage Library Technical Assistant Program
Course Descriptions

LTA 101 Today's Libraries

An introduction to general organization of libraries and library materials. Library technical assistant routines and techniques are emphasized. An overview of automation in libraries will also be presented. (4 credit hours)

LTA 102 Basic Information Tools

The role of the library technical assistant in reference services for answering directional and ready reference questions. Reference tools, interview techniques and automated reference sources are included. Prerequisite: Library Technology 101. (5 credit hours)

LTA 103 Acquisitions

Recognition of the role of the library technical assistant in the area of acquiring materials, from the decision to obtain them to the time they are ready to be cataloged. Automated reference sources are included. Prerequisite: Library Technology 101. (4 credit hours)

LTA 201 Technical Services

Technical services area of a library, including cataloging and processing materials, card preparation, and the tools necessary to perform these functions. Emphasis on automation related to the Technical Services area. Prerequisite: Library Technology 101. (5 credit hours)

LTA 203 Public Services

The role of the library technical assistant in public service areas, including public relations, story telling, promotions and programs, displays, publicity, vertical file, government documents and bibliographies. Prerequisite: Library Technology 101. (5 credit hours)

-continued on back-

LTA 205 Circulation Services

Library circulation responsibilities including check-out, check in, reserves, shelf maintenance, interlibrary loan activities, registering and effective interaction with patrons. Automated circulation systems emphasized. Prerequisite: Library Technology 101. (4 credit hours)

LTA 220 Audio-Visual Services

Basic operation of media hardware and use of software employed in the communications process. Emphasis will be on hands-on experience with hardware. (2 credit hours)

LTA 190-192 Selected Topics

Each topic is specified in the subtitle of the course listed in the Quarterly class schedule. It addresses current topics in the field, which necessitate a greater depth, broader scope or fuller assimilation of a particular area of study. This course may be taken up to three times for credit toward the Library Technical Assistant Associate in Applied Science degree if different topics are selected. Prerequisite: Library Technology 101. (2-3 credit hours)

LTA 281 Field Experience and LTA 282 Field Experience Consultation

Students are able to gain practical work experience in a library.
(An updated version of the former Internship.)
(LTA 281 - 2 credit hours; LTA 282 - 3 credit hours)

(To obtain an LTA Certificate from the College of DuPage, you must complete the eight courses and field experience described above. These courses may also be applied to a Library Technical Assistant Associate in Applied Science Degree. If you are currently working in a library, you may enroll in any LTA course for further skill development with permission from the LTA coordinator; you need not be pursuing a degree or certificate to do so. The Pass/Fail grading option is available to students upon consent of the instructor.)

For more information please contact Linda Slusar, LTA Coordinator:

College of DuPage Library
425 22nd St.
Glen Ellyn, IL 60137-6599

phone: (630) 942-2597
fax: (630) 858-8757
E-mail: slusar@cdnet.cod.edu

Course 220

Audiovisual Services

www.cod.edu/dept/ed_tel/lta

Welcome!

Use the table of contents on the left to navigate through the course materials.

The Foreword gives an introduction to the course, and the Description sets the expectations. Then, see the course outline and do the assignments all online, beginning at Week 1.

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Foreword

Print Instructions

Has this ever happened to you?

(If you work in a library, it will !)

- A community group is using your all-purpose room. All eyes turn to you when a piece of audiovisual equipment is needed or isn't working properly.
- You're make a presentation and you need something visual to add some "zip" to your talk.
- A library user tells you she's finally ready to go on-line. Can you help her?

That's what working in a library is all about. In addition to books and magazines, people come to the library to use the Internet, to make copies, to borrow projectors, videos, CD's and cassettes. In many libraries, that's the major part of their circulation.

Of the eight courses that you will complete to become a certified library assistant, this one is the most hands-on. By actually working with common AV equipment, you'll learn to operate it and learn to evaluate it.

You won't be completely on your own, however. Your virtual instructor will be available. We'll also ask you to select a mentor to help you and to certify that you know how to work each piece of equipment. Finally, we will be available by phone, Fax and e-mail to help you. Please don't hesitate to get in touch with us.

Good luck as you get plugged in!

Linda Slusar, LTA Illinois Coordinator

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Educational Telecommunications

Community Education and Economic Development

Welcome to LTA Illinois.
Download our PowerPoint introduction to the LTA! This program provides an opportunity for library staff throughout the state of Illinois to take courses in the College of DuPage Library Technical Assistant program. The library systems of DuPage, Lewis and Clark, Northern Illinois, Rolling Prairie, and Shawnee in cooperation with the College of DuPage, have joined together to offer this distance education program.

Registration
How do I register?

Library System Scholarship
How do I qualify for the scholarship?

LTA Scholars
Join the "cohort group."

Course descriptions, syllabi and supporting materials

Discussion group
Join the LTA online discussion group.

News | Contact | Internet Resources | Order Textbooks

Courses:
- Today's Libraries
- Outlines & Assignments for Today's Libraries
- Basic Information Tools
- Acquisitions & Processes
- Circulation Services
- Audiovisual Services
- Public Services-Syllabus
- Outlines and Assignments for Public Services
- Technical Services
- Field Experience

Educational Telecommunications | Academics | Library Teleconferences

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slusar@cdnet.cod.edu
Updated 26 Oct 98

[redacted]

Register

College Credit

Suggestions

Teleconference Home

Library Teleconferences

Educational Telecommunications

YOU HAVE THE POWER

Welcome to a sixth year of Soaring to Excellence. This year's theme is "You have the Power." This series will provide you with the tools to empower you in the library workplace. You have the power to affect your workplace. You have the power to pass on to your library users. You have the power to meet the challenges of the next century. The Soaring website will be an invaluable companion to this series. Each teleconference will be supported by practical information, discussion questions, worksheets, and bibliographies. Soaring 2000 promises to be an excellent and effective staff development series.

Celebrating its 6th Year!

Welcome to our web site, and to another year of quality teleconference programming for library professionals, from College of DuPage in Glen Ellyn, IL. Our interactive web site includes online registration forms, information and guidelines for getting college credit for *Soaring to Excellence*, complete outlines and bibliographies for all programs, and an online suggestion form.

Success in the Library Workplace: You Have the Power
Nov. 19, 1999, Noon to 1:45 p.m. EST

Internet Power: How to Get it, How to Keep it, How to Pass it on
Jan. 14, 2000, Noon to 1:45 p.m. EST

Information Power: What is it, How to Know When You See it, How to Use it in Your Library
March 24, 2000, Noon to 1:45 p.m. EST

Upcoming Sessions

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March 24, 2000, Noon to 1:45 EST
Information Power: What is it, How to know it when you see it, How to use it in your library - Presented by a panel of library assistants from Public, Academic, School, and Special libraries

The new millennium is here and we have all survived! How should we best position ourselves and our libraries to meet the challenges of the 21st century? How can we gage what will happen in the future? How does one get a view of the future as it relates to libraries and library staff? Join a panel of library staff to hear their perspective of the future and learn what steps to take to get ready for the challenges of the new century. Each staff member will have positive, practical suggestions to share such as: tips for thinking "out of the box", information literacy and why we need to know what it is, how and why we need

to justify our library's existence, how to prepare to meet the "computer generation". The Soaring website will contain useful and practical examples of each of these topics. Presenters will list important discussion questions and useful print and internet sources. Don't get left behind, join the "next wave"

Previous Sessions

November 19, 1999, Noon to 1:45 p.m. EST
Success in the Library Workplace: You Have the Power
Presenter: Debra Wilcox Johnson

This session examines strategies that all library workes can use for being successful in the workplace. Among the topics to be considered are devloping a portfolio, preparing for the performance appraisal, managing your boss, motivation and rewards. Viewers will learn that they are not powerless in the workplace, but can be agents of change. The Soaring website will have a sample portfolio, tips for preparing for the performance appraisal, discussion questions, and annotated bibliography.

Site Coordinator's Packet Participant Packet Satellite Coordinates

Building Your Portfolio

January 14, 2000, Noon to 1:45 p.m. EST
Internet Power: How to get it, How to Keep it, How to Pass it on
Presenter Bill Erbes

Your library patrons want to become effective users of the internet and other technologies. What is the best way to assist them? Where does one even begin? Bill Erbes will guide views in becoming power searchers themselves and then provide strategies for passing this information to the library patrons. The web site will support this program by providing strategies for "training the trainer", a list of core competencies for technology trainers, helpful tips and discussion questions, and an annotated bibliography of useful internet and print sites to transform your patrons into "power searchers."

Soaring Students: Click here to view active links to the "Readings and Discussions" suggested by Bill Erbes. Students will find these correspond to page 12 of the Soaring Text Book. - www.bensenville.lib.il.us/soaring.

Click here for complete outlines, notes, and hotlinks for the Internet Power Teleconference -www.bensenville.lib.il.us/power - this information can also be found in PDF format by clicking on the Participant Packet link below.

Site Coordinator's Packets Participant Packet Satellite Coordinates

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slusarl@cdnet.cod.edu
Updated 28 January 00

LTA 101 TODAY'S LIBRARIES

LTA Illinois

College of DuPage Glen Ellyn, Illinois

Class Meets: Mondays 1:30 p.m. to 5:30 p.m. OR Tuesdays 9:00 a.m. to 1:00 p.m.

Instructors: Linda Slusar Coordinator of the LTA Program, Carol Thompson, Associate Coordinator of LTA Illinois

Voice Mail: (630) 942-2597

Email: Slusar@cdnet.cod.edu

I. Catalog Course Description:

Today's Libraries: Introduction to general organization of libraries and library materials. Library Technical Assistant routines and techniques are emphasized. An overview of automation in libraries will be presented. (4 Credit Hours)

II. Course Material:

You will need the following materials and texts to successfully complete this course:

Bergman, Dru, ed. **Library Lingo: A Glossary of Library Terms for Non-Librarians**.

2nd Edition. Wheaton, Il: C. Berger and Company, 1990.

Chernik, Barbara E. **Introduction to Library Services**. Englewood, Colo.: Libraries Unlimited, 1992.

Eberhart, George M. **The Whole Library Handbook 2**. Chicago: American Library Association, 1995.

Trimmer, Joseph F. **A Guide to MLA Documentation**. 4th Edition. Boston: Houghton,

1996.

* *Plus handouts supplied by the Instructor.*

III. Objectives of this Course:

Upon successful completion of this course the student will be able to:

1. Explain the historical development of today's libraries.

2. Compare and contrast the purposes, resources, and services provided by school, public, special, and academic libraries.

3. Explain the significance of automation in libraries.

4. Access and use a variety of library literature tools

5. Define the role of the LTA in the areas of reference, acquisitions, book processing, circulation, and public services.

6. Organize, prepare, and produce a term paper with accompanying bibliography.

7. Explain the purpose functions of library systems and their significance to all types of libraries.

8. Explain the importance of a professional attitude in library work.

IV. Grading:

Your grade will be based upon the number of points earned during the quarter. There is a total of 500 points possible. Your grade for the course will be determined by the percentage of total points that you have received.

Your grade will be assigned as follows:

Percentage: Points:

A= 100-90% (500-450)

B= 89-80% (449-400)

C= 79-70% (399-350)

D= 69-60% (349-300)

F= 59 or Less (299-Less)

V. Course Requirements and Procedures

1. Students are expected to be familiar with college policies covered in the College of DuPage Catalog.

2. It is expected that students will attend all classes. If a student misses a class, it is the student's responsibility to get notes from colleagues. The Instructor will be available to answer questions related to missed class sessions.

3. Late assignments **will be lowered by one letter grade.**

4. Assignments **later than one week will not be accepted**.

5. Text and supplementary reading assignments: **Reading the assignments before class will insure that you are fully prepared to succeed in this course!**

General Course Outline for LTA 101 Today's Libraries

Class 1

Introductions

Distance Education: A New Paradigm for Library Workers

Icebreakers

The Five Laws of Library Science

Library Word Splash

Library Tours

Class 2

Libraries as Service Centers

Cappuccino Bars and Fragrance Gardens

History of Libraries

Class 3

LTA Program Overview

History of Libraries (continued)

The Library Catalog

Topics for Library Research

Class 4

Library Personnel

The Role of the LTA in libraries

Guest Panel of LTAs

Print and Online Indexes for Library Research

Class 5

Automation in Libraries

The Internet

Library Cataloging Format

Class 6

Types of Libraries

Censorship Issues in Libraries

Library Research Topics

Class 7

Library Visits

Sharing of Research Results

Class 8

Course Wrap Up, Preview for next course

Sharing of Research Results

Description

Print Instructions

Course information

LTA 220 is an interactive video course that gives you practical hands-on experience with common audiovisual hardware and software. In addition, you will produce several types of media, visit a media facility, and investigate a number of issues in the use of audiovisual materials.

Course materials

Textbook:

Technology and Media: Instructional Applications **by Fred A. Teague, et. al. Kendall/Hunt, 1994. This text, written for educators, is also valuable for all library staff working with AV media.**

Supplementary materials:

You are also required to read selected articles pertinent to the course, review selected reference books related to the audiovisual field, and view videos. These materials can be found in most libraries.

Equipment: The following equipment will be used by students.

1. VCR recorder/player
2. Video laser-disc player or DVD player
3. Audio cassette recorder/player
4. Overhead projector
5. 35mm slide projector
6. Video camcorder
7. Computer
8. 35mm camera or digital camera
9. Scanner (optional)

Instructor

Linda Slusar, Project Coordinator
Phone 630-942-2597
Fax 630-942-3836
E-mail slusar@cdnet.cod.edu

College credit

In order to receive a final grade and two quarter hours of college credit, assignments are due on the dates listed. If you wish to choose a Pass/Fail option, contact your instructor and request this option.

Grading

Grades will be awarded on a cumulative point basis as follows: A, B, C, D, F

It is possible to earn a total of 105 points in this course. Grading scale will be as follows:

A = 93 - 105
B = 80 - 92
C = 67 - 79
D = 54 - 66
F = 53 or below

Academic policies

Please see the College of DuPage Catalog for academic policies regarding grading, withdrawals, student rights and responsibilities, appeals, and student freedoms and responsibilities. The instructor reserves the right to change course activities and assignments with notice.

Students who withdraw from the class must advise the instructor and the system mentor. Students who withdraw are asked to call 630-942-3948 and give their name, social security number and class code to the registration operator.

Units

The course consists of three units:

1. Instructional technology: videos, laser discs, camcorders.
2. Computers, the Internet, scanners.
3. The digital world plus software, cameras and visual aids.

Weekly course activities

Each week you will complete three activities:

1. Reading assignment
2. Hands-on experience
3. Writing activity

Mentor & evaluation

You will need to select and designate a qualified person as a mentor. This person will verify that you have demonstrated competency with certain pieces of equipment.

Your mentor for this course could be a fellow library employee, a librarian or educator in your area, or any other qualified individual who will certify that you can indeed operate the equipment. Your mentor will sign off on the evaluation form included in your course manual.

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Course 220 - My Mentor

Print Instructions

Mentor's Name

Mentor position

Library/facility

Phone

Fax

E-mail

Web site

Relationship to student (employer, supervisor, co-worker, colleague, instructor, etc.)

Comments

YOUR IDENTIFICATION GOES HERE: Enter your name, Library System, and your email address so the instructor can identify you and send you a reply to this information.

Your Name:

Library System: Select One

Your Email Address:

Turn in Your Assignment

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Notes:

Course 220 - My Mentor's Evaluation of my Equipment Proficiency

Print Instructions

Mentor's Name

The mentor should select a rating for each of the devices below.

Device	Highly Proficient (3 pts)	Proficient (2 pts)	Not Graded / Not Proficient (0 pts)
VCR recorder/player	○	○	◉
Video laser-disc player or DVD player	○	○	◉
Audio cassette recorder/player	○	○	◉
Overhead projector	○	○	◉
35 mm slide projector	○	○	◉
Video camcorder	○	○	◉
Computer	○	○	◉
35 mm or digital camera	○	○	◉
Scanner	○	○	◉

Comments

YOUR IDENTIFICATION GOES HERE: Enter your name, Library System, and your email address so the instructor can identify you and send you a reply to this information.

Your Name:

Library System: Select One

Your Email Address:

Turn in Your Assignment

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Notes:

Course 220 Syllabus - Week 1

Print Instructions

Read:

Chapter 1: pages 3-9

Chapter 3: pages 29-40

Part II: Pages 63-65

Chapter 5: pages 67-81

Hands-on activity:

Using the procedures outlined on pages 63-65 of the textbook, practice with the following equipment until you are proficient enough to have your mentor certify that you can operate the equipment.

- Videocassette recorder: page 82; complete steps 1-18
- Video laser disc: page 85, complete steps 1-7.
- Mail completed forms to your instructor.

Writing activity

Using the *Evaluation Guide for Instructional Materials* on page 43 (note the page is unmarked but follows page 41), select an instructional video from your library collection, preview the video, and fill out all the appropriate sections of the evaluation. Note: Make a copy of this form so you will have the original for future reference. Mail the completed form to your instructor. Please obtain an instructional video by interlibrary loan if your library does not have one in the collection.

In a brief paragraph here (at least 50 words), evaluate the Evaluation Guide itself. Is it a useful form? Does it ask for all the important information? How might you change it for use in a library setting?

Reference tool activity:

Choose one reference tool related to the audiovisual field from your library and/or the list on pages 34-40 of the textbook. Examine the tool carefully to determine its scope and value. Write a 100-word critique of the tool here. Include a complete bibliographic citation for the tool along with the 100-word critique. (Consult your book A Guide to MLA Documentation by Trimmer, Joseph F.) You may use reference books such as *Guide to Reference Books* (Balay, ed.) or *Magazines for Libraries* (Katz) as an aid in your evaluation.

YOUR IDENTIFICATION GOES HERE: Enter your name, Library System, and your email address so the instructor can identify you and send you a

reply to your homework.

Your Name:
Library System: Select One
Your Email Address:

Turn in Your Assignment

You may wish to print out this page to keep track of your points in the table below:

Activity	Points Possible	Points Earned
Videocassete recorder performance checklist	3	
Video laserdisc / DVD performance checklist	3	
Writing Activity: Evaluation Guide	3	
Writing Activity: Evaluate the Evaluation Guide	3	
Reference Tool Activity	5	
Total	**17**	

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Notes:

Course 220 Syllabus - Week 2

Print Instructions

Read:

Chapter 6: pages, 87-95.

Chapter 7: pages 99-107.

Article on copyright in textbook, pages 307-313.

Hands-on activity:

Using the procedures outlined on pages 63-65, practice with the following equipment until you are proficient enough to have your mentor certify that you can operate the equipment.

- Audiocassette recorder: page 97: steps 1-14 and 19-23.
- Mail completed forms to your instructor.

Writing activity:

- Describe the ideal conditions for viewing a public performance video in a 30 x 50 foot room. Consider lighting, seating, projection as discussed in Chapter 7.

YOUR IDENTIFICATION GOES HERE: Enter your name, Library System, and your email address so the instructor can identify you and send you a reply to your homework.

Your Name:

Library System: Select One

Your Email Address:

Turn in Your Assignment

You may wish to print out this page to keep track of your points in the table below:

Activity	Points Possible	Points Earned
Audiocassete recorder performance checklist	3	
Writing Activity	3	
Total	6	

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Notes:

Course 220 Syllabus - Week 3

Print Instructions

Read:

Chapter 8: pages 109-117.

Chapter 9: pages 119-125.

Hands-on activity:

Using the procedures outlined on pages 64-65, practice with the following equipment until you are proficient enough to have your mentor certify that you can operate the equipment

- Overhead projector: page 117; complete steps 1-14.
- Automatic slide projector: page 125, steps 1-15 and 17-19. In addition, remove a slide from the projector as though it is jammed as described on pages 122-123, steps 1-8.

Writing activity:

View the video Copyright: the Internet, Multimedia & the Law (available at your library system.) Answer this question: which question posed to the speaker did you feel was the most important and why?

Following the steps below, locate and read the online article The digital rights war by Pamela Samuelson; then answer this question: What does Samuelson mean when she says "the rules that have served the print world so admirably do not carry over well to the digital world."?

1. Go to First Search through your library system.
2. Choose Wilson Select
3. Enter author: Samuelson, Pamela
4. Read the Samuelson article: The digital rights war.

YOUR IDENTIFICATION GOES HERE: Enter your name, Library System, and your email address so the instructor can identify you and send you a reply to your homework.

Your Name:

Library System: Select One

Your Email Address:

Turn in Your Assignment

You may wish to print out this page to keep track of your points in the table below:

Activity	Points Possible	Points Earned
Overhead projector performance checklist	3	
Slide Projector performance checklist	3	
Writing Activity: Copyright video	3	
Writing Activity: Digital rights war.	5	
Total	14	

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Notes:

Course 220 Syllabus - Week 4

Print Instructions

Read:

Chapter 10 : pages 127-131.

Chapter 11: pages 133-143.

Manual for a camcorder of choice.

Hands-on activity:

Using a VCR or other camcorder, shoot 5 minutes of videotape featuring some aspect of your library operation. Use the techniques discussed on pages 73-78. Demonstrate all of the major features of your camcorder. View the video on handling and troubleshooting AV equipment which is available at your system site.

Writing activity:

Complete this unit test for Unit 1 (including chapters 3, 5-11). This is an open book exam and you may use your text or any other supporting materials to answer exam questions.

Part 1. True/False Questions

1. T ○ F ○ The better quality portable projection screens have adjustments on them for keystoning.
2. T ○ F ○ Matte white screens provide the brightest image when compared to glass beaded and lenticular screens.
3. T ○ F ○ Slides should be loaded in the slide tray right side up.
4. T ○ F ○ Slide trays cannot be removed the normal way when the machine is turned off.
5. T ○ F ○ Images on filmstrips should be upside down when inserted into the filmstrip projector.
6. T ○ F ○ Transparencies can be shown without any difficulty on an opaque projector.
7. T ○ F ○ Hissing in the background of an audio tape recording is caused by the head becoming magnetized.
8. T ○ F ○ If an audio tape is played back at a faster speed than it was recorded, the voice or sound will be lower pitched than normal.
9. T ○ F ○ Slide trays may be removed by turning a screw in the middle of the tray with a coin and lifting the tray off.
10. T ○ F ○ One advantage of the overhead projector is being able to use it in a fully lighted room.
11. T ○ F ○ After loading slides in a slide tray, it isn't necessary to replace the retaining ring, as it serves no useful purpose.
12. T ○ F ○ When placing a projection screen in a classroom or viewing room, the bottom of the screen should be at eye level with the audience.
13. T ○ F ○ Opaque projectors work well in a fully lighted room.
14. T ○ F ○ In video recording, panning is used to follow action or provide a panoramic view of the scene.
15. T ○ F ○ The matte white screen is a good general purpose viewing surface except in rooms that have an extensive amount of reflected light.
16. T ○ F ○ Interactive video instruction gives one the ability to randomly find and display still or motion segments from a laser disc.
17. T ○ F ○ Moving a camera shot to scan a person from head to toe is called panning.

18. T ○ F ○ Extremely long video camera shots should be avoided because long shots tend to provide too much blurry detail.
19. T ○ F ○ When using a video camera, the subjects' eyes should be 2/3rds up in the frame and slightly off center.
20. T ○ F ○ When using a video camera, the use of terms such as straight-cut or abrupt-cut communicates the passage of time between scene changes.
21. T ○ F ○ Once you have broken the tab on a videotape, you can never record with the tape again; the tape can only be used in the play mode.
22. T ○ F ○ Premature lamp burn-out can be caused by touching lamps with your fingers.
23. T ○ F ○ The best set-up for a film projector is to place the screen in the front of the room and the external speaker in the back of the room.
24. T ○ F ○ A basic projection system is composed of a projection lamp, a lens and a screen.
25. T ○ F ○ A long shot is used the majority of the time in video production.
26. T ○ F ○ You can display chapter and frame numbers when viewing laser discs.
27. T ○ F ○ Videotape, audiotape and computer diskettes can be accidentally erased by a magnet or electromagnetic force field.
28. T ○ F ○ The general rule for quality in recording video or audio is that the larger the format or the faster the speed of record/play, the better the quality.
29. T ○ F ○ A term usually associated with the light level of video cameras to indicate how low the light level can be and still get a good picture is "lux".
30 T ○ F ○ The light sensitivity level of video cameras that would be considered very good would usually be below three lux.

Which of the following are advantages of video recordings (check all that apply)?

- ☐ can overcome barriers of distance, time and size by bringing people, places, and events from around the world alive on screen.
- ☐ teachers can build concepts in a step-by-step manner in front of the class.
- ☐ images can be presented in a fully lit room.
- ☐ projects photographic color, quality, and detail to an entire classroom.
- ☐ multiple projectors can be tied to audio equipment for an entire multi-image presentation.
- ☐ materials are easy to prepare and produce.
- ☐ can recreate and dramatize significant historical events.
- ☐ the presenter can face the audience while screen is being viewed.

Which of the following are advantages of overhead projectors (check all that apply)?

- ☐ can overcome barriers of distance, time and size by bringing people, places, and events from around the world alive on screen.
- ☐ teachers can build concepts in a step-by-step manner in front of the class.
- ☐ images can be presented in a fully lit room
- ☐ projects photographic color, quality, and detail to an entire classroom.
- ☐ multiple projectors can be tied to audio equipment for an entire multi-image presentation.
- ☐ materials are easy to prepare and produce.
- ☐ can recreate and dramatize significant historical events.
- ☐ the presenter can face the audience while screen is being viewed.

Which of the following responses are true of an overhead projector (check all that apply)?

- ☐ can be used in a lightened room.
- ☐ must be used in a darkened room.
- ☐ can be used to enlarge visuals.
- ☐ can be used to show fluid movement.
- ☐ generates a great amount of heat.
- ☐ has a built-in light pointer.
- ☐ can be used to reduce visuals.
- ☐ student's writing projects, artwork, or objects can be projected.

Which of the following are advantages of slide presentations (check all that apply)?

- ☐ can overcome barriers of distance, time and size by bringing people, places, and events from around the world alive on screen.
- ☐ teachers can build concepts in a step-by-step manner in front of the class.
- ☐ images can be presented in a fully lit room
- ☐ projects photographic color, quality, and detail to an entire classroom.
- ☐ multiple projectors can be tied to audio equipment for an entire multi-image presentation.
- ☐ materials are easy to prepare and produce.
- ☐ can recreate and dramatize significant historical events.
- ☐ the presenter can face the audience while screen is being viewed.

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Your Name:

Library System: Select One

Your Email Address:

Turn in Your Assignment

You may wish to print out this page to keep track of your points in the table below:

Activity	Points Possible	Points Earned
5 minute video demonstrating camcorder features	3	
Unit 1 test	5	
	Total	8

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Notes:

Course 220 Syllabus - Week 5

Print Instructions

Read:

Chapter 12: pages 147-161.

Chapter 13: pages 163-175

Hands-on activity:

Access the Internet and explore one site of interest. Print at least one page from your Internet site.

Writing activity:

View the 5-minute videotape that you produced on your camcorder during week 4 and describe in at least 200 words your experience with videotaping. Describe techniques, problems, the subject of your tape, and other issues of interest to you. Give your tape a letter grade (A,B,C, etc.) and explain the grade. Mail the videotape to your instructor.

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Your Name:

Library System: Select One

Your Email Address:

Turn in Your Assignment

You may wish to print out this page to keep track of your points in the table below:

Activity	Points Possible	Points Earned
View internet website; print 1 pg from it	3	
Critique of 5-minute videotape	5	
Total	8	

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Notes:

Course 220 Syllabus - Week 6

Print Instructions

Read:

Chapter 14: pages 177-184

Chapter 15: pages 185-198.

At least one article of your choice on uses for computers in libraries.

Hands-on activity:

Create a document of at least 100 words (you may copy a piece of text from a book) and demonstrate your knowledge of the following: use two different font types, use two different font sizes, set two different margins, show four words in *italics*, underline four words, double space two lines, run spell check, print your document. Mail or E-Mail this to your instructor.

Writing activity:

After reading at least one article about current uses for computers in libraries (written within the last two years), write a report of at least 150 words summarizing the article(s). Give a complete bibliographic citation for the article(s). Consult Trimmer, Joseph F. A Guide to MLA Documentation.

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Your Name:

Library System: Select One

Your Email Address:

Turn in Your Assignment

You may wish to print out this page to keep track of your points in the table below:

Activity	Points Possible	Points Earned
Create word processing document	3	
Read article, summarize and cite.	5	
Total	8	

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Notes:

Course 220 Syllabus - Week 7

Print Instructions

Read:

Chapter 16: pages 199-207

Chapter 17: pages 209-216

Hands-on activity:

Visit a library in your area and interview library personnel about the audio-visual services offered at the library.

Writing activity:

Answer the questions below, describing your visit to the library to investigate audiovisual services. You may address other issues not listed on the assignment.

Library visited: _____

Location (City) _____

Names of staff interviewed and positions

What kinds of AV services are offered (viewing, listening, computers, Internet, CD-ROM, etc.)?

Who provides these services? Who uses these services? Are there special services? (children, disabled, etc.)

List the types of equipment available. Is the equipment up to date? How is the equipment made available (carrels)? Does equipment circulate? How is it repaired?

What types of media area available (videos, CD's, computers, etc.)? How is the media stored? Cataloged? Is a media catalog available or does the library use a computer or other system?

What kinds of books and reference materials about media are available? Are they up to date?

Does the library observe and enforce copyright regarding media?

What tasks and duties do LTA's employed in the library do regarding AV materials and services?

What is your overall impression of AV services, materials and equipment?

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Your Name:

Library System: Select One

Your Email Address:

Turn in Your Assignment

You may wish to print out this page to keep track of your points in the table below:

Activity	Points Possible	Points Earned
Library visit and followup reaction report	10	
Total	10	

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Notes:

Course 220 Syllabus - Week 8

Print Instructions

Read:

Chapter 18: pages 217-224.

Chapter 19: pages 225-231.

Chapter 20: pages 233-235.

Hands-on activity:

Find a picture you would like to insert into a word processed document. Using a scanner, clipart, or the internet, save the picture onto a disk or hard drive and print it out. Mail this picture to your instructor.

Writing activity:

UNIT 2 TEST – COMPUTERS AND COMPUTER PROGRAMS

This is an open book test. You may use the text as well as any other supporting materials to answer these questions. However, **you may not consult with classmates before, during or after the taking of this test.**

1. T ○ F ○ In order to move or copy a line of text in a document, you must first select or highlight the line of text to be moved or copied.
2. T ○ F ○ RAM, or Random Access Memory, is that part of the computer that stores information permanently, whether the computer is on or off.
3. T ○ F ○ Integrated software allows the user to work in word processing, database, spreadsheet, graphics and communications without booting up several different software programs.
4. T ○ F ○ Spreadsheet graphs can be altered easily to a different type of chart.
5. T ○ F ○ You can delete complete rows or columns of data in a spreadsheet quickly.

6. Which device is specifically used to connect a computer to an electronic musical instrument for creating soundtracks and other special sound effects?

A. ○ hard drive
B. ○ scanner
C. ○ HyperCard
D. ○ DOS
E. ○ MIDI

7. Which of the following represents the position at which text is inserted onto the screen?

A. O scroll bar
B. O ruler
C. O cursor
D. O font
E. O pointer

8. When you want to capture the entire text, a complete graphic, or the entirety of almost any document, you should use which of the following commands?

A. O select all
B. O designate
C. O open
D. O paginate
E. O print

9. A database is

A. O numerical data only
B. O a disorganized set of data
C. O unrelated data in a single file
D. O an organized collection of related data
E. O data processed by a computer

10. A modem

A. O is a device needed to enter data
B. O may convert computer data to signals for data transmission
C. O is part of the processor
D. O is used to connect to an electronic keyboard
E. O none of the above

11. In word processing, the DELETE key can remove

A. O words
B. O paragraphs
C. O sentences
D. O single letters, numbers or symbols
E. O all of the above

12. When selecting software, which of the following is most important?

A. ○ To be sure that the program you purchase is copyable.
B. ○ To purchase the least expensive package available.
C. ○ To purchase programs only after determining instructional goals.
D. ○ To purchase a program after an introductory demonstration.
E. ○ To purchase a program that is easy to understand.

13. The most practical form of creating and saving course exams would be to create them on which of the following software applications?

A. ○ database
B. ○ word processing
C. ○ spreadsheet
D. ○ graphics
E. ○ authoring package

14. Of the following terms, which represents the largest amount of memory?

A. ○ megabyte
B. ○ byte
C. ○ kilobyte
D. ○ gigabyte
E. ○ bit

15. An audio CD that is placed into the computer CD-ROM drive can be playing while the computer is still working on which of the following programs?

A. ○ word processing
B. ○ database
C. ○ spreadsheet
D. ○ graphics
E. ○ all of the above

16. Which of the following selections would allow you to create bold lettering from a menu on a word processing program?

A. ○ size
B. ○ font
C. ○ view
D. ○ edit
E. ○ style

17. The correct URL (web address) for the LTA220 home page is:

A. ○ htpp://www.cod.edu/dept/Ed_tel/LTA/course220.html
B. ○ http://www.eod.cdu/dept/Ed_tel/LTA/course220.html
C. ○ http://www.cod.edu/dept/Ed_tel/LTA/course220.html
D. ○ http;//www.cod.edu/dept/Ed_tel/LTA/course220.html
E. ○ http://www.cod.edu/dept/Ed_tel/LTA/course.220html

18. Go to the web site http://www.squareonetech.com/glosaryf.html and check the definition of "domain". What is the domain for the LTA220 web site?

A. ○ html
B. ○ edu
C. ○ cod
D. ○ www
E. ○ http

19. Which of these sites is NOT a search engine?

A. ○ www.altavista.com
B. ○ www.toolkit.imsa.edu/search
C. ○ www.excite.com
D. ○ www.northernlight.com
E. ○ www.findout.com

20. Go the the Internet Glossary web site again (see #18). Check the definition of "emoticon". Which describes how you feel right now? (See the web site http://www.randomhouse.com/features/davebarry/emoticon.html for further assistance.)

A. ○ :)
B. ○ : (
C. ○ 8-Þ
D. ○ :-D*
E. ○ :-|

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Your Name:
Library System: Select One
Your Email Address:

Turn in Your Work

You may wish to print out this page to keep track of your points in the table below:

Activity	Points Possible	Points Earned
Find, scan/download and print picture	3	
Unit 2 test	5	
Total	8	

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Notes:

Course 220 Syllabus - Week 9

Print Instructions

Read:

Chapter 20: pages 233-238.

Chapter 21: pages 239-252.

Article on still photography

Hands-on activity:

Using a 35 mm camera of your choice (SLR, reusable, etc.), shoot at least 24 pictures demonstrating the basic principles of good lighting, composition, and basic camera handling. The choice of subject is yours. View the video on basic photography which is available at your system site.

Writing activities:

Using the *Computer Software Evaluation Guide* on page 237-238, evaluate one computer software program available in your library. Copy this guide and keep the original for future reference. Mail the completed form to your instructor.

In a paragraph of at least 100 words, evaluate the *Evaluation Guide* (the form itself). Is it useful? Does it ask the right questions and seek the important information? Can it be improved?

In a paragraph of at least 100 words, critique your photographs. Are they clear, focused, well composed, etc. What did you learn about photography from this experience? Mail your photos to your instructor.

YOUR IDENTIFICATION GOES HERE: Enter your name, Library System, and your email address so the instructor can identify you and send you a reply to your homework.

Your Name:

Library System: Select One

Your Email Address:

Turn in Your Assignment

You may wish to print out this page to keep track of your points in the table below:

Activity	Points Possible	Points Earned
Shoot 24 pictures using your camera	3	
Evaluate 1 software program	3	
Evaluate Evaluation Guide	3	
Critique photos	3	
Total	12	

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Notes:

Course 220 Syllabus - Week 10

Print Instructions

Read:

Chapter 22: pages 257-271.

Chapter 23: pages 273-286.

Hands-on activities:

Create an original image, document, or graphic representation suitable for a transparency using the principles discussed in chapter 22. This master may be created on a computer or hand prepared.

Make a transparency of the master using a copy machine, computer, or other technique.

Using a copier or other device, enlarge a portion of the master.

Using a color picture of your choice, make a color copy on a copier.

Mail to your instructor.

Writing:

Using the 9-question checklist on page 285 as a guide, evaluate your transparency master in a paragraph of at least 50 words. You may wish to ask another person to evaluate the master and include his/her comments in your critique. Is the master clear? Does is communicate? How might it be improved?

YOUR IDENTIFICATION GOES HERE: Enter your name, Library System, and your email address so the instructor can identify you and send you a reply to your homework.

Your Name:

Library System: Select One

Your Email Address:

Turn in Your Assignment

You may wish to print out this page to keep track of your points in the table below:

Activity	Points Possible	Points Earned
Create document or image for transparency	3	
Make transparency, enlarge a portion, make color copy	3	
Evaluate transparency master	3	
Total	9	

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Notes:

Course 220 Syllabus - Week 11

Print Instructions

Read:

Chapter 24: pages 287-306.

Hands-on activity:

No activity required

Writing activity:

UNIT 3 TEST – COMPUTERS AND COMPUTER PROGRAMS

This is an open book test. You may use the text as well as any other supporting materials to answer these questions. However, **you may not consult with classmates before, during or after the taking of this test.**

1. T ○ F ○ Digitization is the process of converting an electronic signal, such as telephone, videotape, or audiotape, from digital form to analog form.
2. T ○ F ○ The primary advantage of digital multimedia is that all the media can be delivered by a single device, the computer.
3. T ○ F ○ Digital video can be displayed directly on the computer monitor; no additional monitor is needed.
4. T ○ F ○ The image on a thermal/heat transfer transparency can be wiped off.
5. T ○ F ○ An original which is in color cannot be used to make a black and white transparency.
6. T ○ F ○ Bold type styles are better used for projected materials than *italic* type styles.
7. T ○ F ○ A bitmapped image created on the computer will have smooth, finished-looking edges.
8. T ○ F ○ To edit or change text from a scanned document, you must have OCR (optical character recognition) software.
9. T ○ F ○ A 72-point font will always equal 1 inch in height.
10. T ○ F ○ Black or dark backing material is best for laminated objects.
11. T ○ F ○ One major advantage of computer printer transparency production over photocopier and thermal transparency production is the ability to create complex graphics designs and convert them to multicolored transparencies with relative ease.

12. According to your text, which media form would not be considered part of a multimedia presentation?

A. ○ verbal instructions
B. ○ text
C. ○ still graphics
D. ○ moving images
E. ○ sound

13. The process for creating detailed three-dimensional images by computer is called

A. ○ designing
B. ○ conforming
C. ○ enlightening
D. ○ rendering
E. ○ lucassizing

14. In what forms do scanners come?

A. ○ hand held
B. ○ flatbed
C. ○ black and white
D. ○ color
E. ○ all of the above

15. Which is not a component of a digitizing system?

A. ○ capture device
B. ○ keyboard device
C. ○ digitizing device
D. ○ output device

16. Which numbers make this statement true? "Characters for visual displays, such as bulletin boards, magnetic boards, and posters should be at least _____ high for each _____ of distance the viewer is from the visual."

A. ○ ¼ inch high for each 4 feet
B. ○ ½ inch high for each 4 feet
C. ○ ½ inch high for each 6 feet
D. ○ ¼ inch high for each 8 feet
E. ○ ½ inch high for each 8 feet

17. Of the 4 font styles shown on page 270 of your text, how many are sans serif?

A. ○ none
B. ○ one
C. ○ two
D. ○ three
E. ○ four

18. Lamination film does NOT come in this type:

A. ○ matte
B. ○ satin
C. ○ luster
D. ○ gloss
E. ○ smooth

19. Which of these would not be suitable for laminating?

A. ○ leaves
B. ○ pennies
C. ○ cardboard letters
D. ○ photographs
E. ○ dust jackets

20. (optional) Compared to other classes taken in the LTA Illinois program, this Audiovisual Services class was

A. ○ easy
B. ○ hard
C. ○ easy, but time consuming
D. ○ hard and time consuming
E. ○ a total waste of my time
F. ○ the best class I've ever taken

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Your Name:
Library System: Select One
Your Email Address:

Turn in Your Work

You may wish to print out this page to keep track of your points in the table below:

Activity	Points Possible	Points Earned
Unit III test	5	
Total	5	

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Notes:

Frequently Asked Questions
About the Library Technical Assistant Program at College of DuPage

1. Do I have to be accepted into the LTA program?

No. Classes at College of DuPage are open to anyone who is a high school graduate or is at least 18 years of age. Students in the LTA program do not need any previous library experience. Once you begin taking classes you will be amazed at the wide variety of educational and professional backgrounds of your fellow students. Some have a lifetime of experiences in many fields, and some are just beginning. The LTA program welcomes all interested students.

2. How do I register?

If you live in the College's district, you will receive the Quarterly through the mail. If you do not live within the C.O.D. district, call Admissions at (630) 942-2482 to request one. It is important to read the Quarterly thoroughly; it will tell you how to register and provide you with information about C.O.D. policies. If you have never taken a class at C.O.D., contact the Admissions Office at (630) 942-2482 to receive a registration appointment. *Do not wait for open registration; call early to ensure that classes will still be open!* You may register in person in room SRC 2048, mail in the registration form from the Quarterly, or register by phone with an operator at (630) 942-3948. Returning students may use the phone self-registration system at (630) 942-3555 (using the PIN number from their registration letter). To register you will need the five-digit course code for the desired class and your Social Security number (which is your student identification number).

3. Do I have to take LTA 101?

Yes, all LTA students must take LTA 101 "Today's Libraries" if they want to complete the program and receive a certificate. This course is the prerequisite for all other LTA courses. It provides the necessary introduction to libraries and library materials. Students who have not been in a classroom recently will appreciate "Today's Libraries" as a reintroduction to debates, discussion, research, writing, and giving presentations to a class. Students with previous library experience may ask the LTA Program Coordinator for a permit that will allow them to take another class first.

4. Must I take the courses in any specific order?

LTA 101, or the coordinator's permission, is a prerequisite for all courses. A student must complete all LTA courses, or have only one left and the coordinator's permission before taking LTA 281 Field Experience. If a student plans to take LTA 190 "Internet and Online Services in the library," LTA 102 Basic Information Tools is a recommended, but not required prerequisite.

-continued on back-

5. Can I take more than one class during a quarter?

Yes. If you would like to take LTA 101 and another LTA class during your first quarter, you will need a permit from the Coordinator to get into the second LTA class. C.O.D. requires that any student wishing to register for 20 or more credits per quarter must have written permission from a counselor or Dean of their academic area. Given these limits, you may take as many classes as your schedule will bear.

6. How many credits must I complete?

The LTA certificate requires 36 credits: all 8 classes and Field Experience. An Associate in Applied Science degree in *Library Technical Assistant* requires 96 credits: the 36 credits in the LTA program, 33 general education credits and 27 credits from electives. For information about options in the Associates degree program, contact Linda Slusar.

7. How long does it take to complete the program?

If you only took one LTA class a quarter it would take about 2½ years to complete the LTA Certificate. There is no time limit for completion of the program.

8. What if I already have a degree?

About half of the students enrolled in the program have a Bachelor's degree. A few have Master's degrees. A student with a degree will still find the program challenging and interesting.

9. What are "Selected Topics"?

LTA 190-192 courses are "Selected Topics." They are offered on an irregular basis and cover a wide variety of subjects. They are the required elective for the LTA program. Some LTA 190-192 classes have been "Book Repair and Preservation," "Business Reference," "Internet," and the teleconference "Soaring to Excellence." Many students who have completed the program continue taking LTA 190-192 courses for their own interest.

10. Who is Linda Slusar?

Linda Slusar is the coordinator of the LTA program. She is also a reference librarian at C.O.D.'s library and an instructor of "Today's Libraries" and "A Survey of Careers in Librarianship." Linda has developed a successful teleconference for library technical assistants called *Soaring to Excellence*, currently approaching its sixth year. Her office is located on the upper level of the Library (SRC 3036). You will have the opportunity to meet Linda when she visits your LTA 101 class to answer questions and to describe the program in detail.

For more information please contact Linda Slusar, LTA Coordinator, at the College of DuPage Library, 425 22nd St., Glen Ellyn, IL, 60137-6599; phone: (630) 942-2597; fax: (630) 858-8757; E-mail: slusar@cdnet.cod.edu